

## PERSONNEL RECORD REVIEW WORKSHEET

Department of Human Services  
Office of Children and Adult Licensing – Division of Child Welfare Licensing  
Juvenile Court Operated Facilities

Name	Date Hired or Promoted	
Current Position	10111. Qualifies	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes	No
10113.	Is there an employee record? .....	<input type="checkbox"/> <input type="checkbox"/>
	Does the record contain:	
	(a) Name.....	<input type="checkbox"/> <input type="checkbox"/>
	(b) Verification of education where specified by rule.....	<input type="checkbox"/> <input type="checkbox"/>
	(c) Work history .....	<input type="checkbox"/> <input type="checkbox"/>
	(d) Three references prior to employment from unrelated persons .....	<input type="checkbox"/> <input type="checkbox"/>
	(e) Record of any convictions other than minor traffic violations .....	<input type="checkbox"/> <input type="checkbox"/>
	(f) Written evaluation within 1 <sup>st</sup> six months and annually thereafter.....	<input type="checkbox"/> <input type="checkbox"/>
	(g) Verification of freedom from communicable disease at the time of employment.....	<input type="checkbox"/> <input type="checkbox"/>
10115.	Tuberculosis screening for employees and volunteers within 3 years prior to employment .....	<input type="checkbox"/> <input type="checkbox"/>
	Every 3 years thereafter .....	<input type="checkbox"/> <input type="checkbox"/>
	(applies to those who have resident contact 4+hrs. a week for 2+ consecutive weeks.)	
10125.	Initial staff orientation and ongoing training for direct care workers	
	(2) Documented 40 hours of planned orientation before independent assignment to direct care functions, covering rule required areas. ....	<input type="checkbox"/> <input type="checkbox"/>
	(3) 24 hours planned annual training for direct care worker.....	<input type="checkbox"/> <input type="checkbox"/>

The Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your county.